

CIVIL SERVICE COMMISSION MINUTES

DATE: JANUARY 22, 2015

The City of Cincinnati's Civil Service Commission met in regular session in Room 307, City Hall on Thursday, January 22, 2015. Commissioners in attendance were Commissioner James Robinson, Chair, Commissioner Robert Braddock, Vice-Chair, Mr. C. Freeman McNeal, Member. Commission Staff present included, Ms. Nancy Olind, Assistant HR Director, Ms. Seeta Martindale, Recording Secretary, Mr. Darrell Ludlow, Senior Human Resources Analyst, Ms. Alexandria White, Senior Human Resources Analyst, Ms. Ornita Brown, Human Resources Analyst, Mr. Bruce Ross, Human Resources Analyst, Ms. Erica Burks, Human Resources Analyst, Ms. Doris Adotey, Human Resources Analyst Mr. Derrick Gentry, Human Resources Analyst and Mr. Nosakhare Ekhatore, Human Resources Analyst.

AGENDA ITEMS

APPROVAL OF MINUTES FROM THE 1/08/2015 MEETING. Minutes were previously routed and reviewed. Commissioner McNeal made a motion to approve the minutes. Commissioner Braddock seconded the motion, and the minutes were unanimously approved.

APPOINTMENT TO THE CLASSIFIED SERVICE:

Mary Sizemore, Tiffany Thomas and Lonnie Jenkins to the position of Community Center Director in the Recreation Department. This position was posted as an open-competitive exam. The staff provided information in accordance with the rules for appointment to the classified service through the competitive process. The candidates met the minimum requirements for the position, competed and obtained passing grades on the exam, met the needs of the department, and were selected from among the candidates referred to the department. The Commission approved this item.

Amanda Lester to the position of Clerk Typist 3 in the Department of Water. This position was posted as an Open-Competitive exam. The staff provided information in accordance with the rules for appointment to the classified service through the competitive process. The candidate met the minimum requirements for the position, competed and obtained a passing grade on the exam, met the needs of the department, and was selected from among the candidates referred to the department. The Commission approved this item.

Ashley Hiett to the position of Clerk Typist 3 in the Police Department. This position was posted as an Open-Competitive exam. The staff provided information in accordance with the rules for appointment to the classified service through the competitive process. The candidate met the minimum requirements for the position, competed and obtained a passing grade on the exam, met the needs of the department, and was selected from among the candidates referred to the department. The Commission approved this item.

Amanda Abel to the position of Civil Engineering Technician 1 in the Department of Transportation and Engineering. This position was posted as an Open-Competitive exam. The staff provided information in accordance with the rules for appointment to the classified service through the competitive process. The candidate met the minimum requirements for the position, competed and obtained a passing grade on the exam, met the needs of the department, and was selected from among the candidates referred to the department. The Commission approved this item.

APPOINTMENT TO THE CLASSIFIED SERVICE: Non-Competitive

Brian Gay to the position of Supervising Management Analyst in the City Manager's Office/Office of Budget and Evaluation. This position was posted as a non-competitive exam. The staff provided information in accordance with the rules for the non-competitive appointment process. The candidate met the minimum qualifications for the position as outlined in the job posting, possessed the required skills needed by the department, and was selected from among the qualifying candidates referred to the department. Based on the professional and specialized nature of the work, the Commission suspended the requirement for competition and approved the appointment.

Hollyn Gregory to the position of Nurse Practitioner in the Health Department. This position was posted as a non-competitive exam. The staff provided information in accordance with the rules for the non-competitive appointment process. The candidate met the minimum qualifications for the position as outlined in the job posting, possessed the specific skills needed by the department, and is licensed as a Certified Nurse Practitioner, with prescriptive authority, from the State of Ohio Board of Nursing. This candidate was selected from among the qualifying candidates referred to the department. Based on the professional nature of the work and the specific licensure requirement, the Commission suspended the requirement for competition and approved the appointment.

Doris Adotey to the position of Human Resources Analyst in the Human Resources Department. The staff provided information in accordance with the rules for the exceptional appointment process of this item. The candidate met the minimum qualifications for the position as outlined in the job posting, possessed the specific skills needed by the department, has demonstrated the additional characteristics required to serve as a confidential employee, and was selected, from among the qualifying candidates referred to the department. Based on the professional nature of the work, the Commission suspended the requirement for competition and approved the appointment.

John Sanders to the position of Senior Sanitarian in the Health Department. Based on the urgent needs of the Health Department to provide service to its growing customer base around the City, information provided from the candidate and Ms. Gail Long-Cook at the January 8, 2015 meeting, the candidate's professional and specialized skills required for the position, and the unique circumstances specific to this situation, the Commission approved the request.

Frederick D. Carter to the position of Information Security Officer in the Enterprise Technology Solutions Department. This position was posted as non-competitive. The staff provided information in accordance with the rules for the non-competitive appointment process as the candidate met the minimum qualifications for the position as outlined in the job posting, and possessed the required professional certifications and related experience needed by the department. This candidate was selected from among the qualifying candidates referred to the department. Based on the specialized scientific nature of the work and the required professional certification, the Commission suspended the requirement for competition and approved the appointment.

Amy Luthanen to the position of Human Resources Analyst in the Human Resources Department. The staff provided evidence to support the rules for the exceptional appointment of this candidate. The candidate met the minimum qualifications for the position as outlined in the job posting, possessed the specific skills needed by the department, has demonstrated the additional characteristics required to serve in a professional and confidential capacity, and was selected from among the qualifying candidates referred to the department. Based on the

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professional nature of the work and the specific scientific skill set of the candidate, the Commission suspended the requirement for competition and approved the appointment.

NOTICE OF PERSONNEL ACTION: Promotion

Aaron Conley to the position of Maintenance Crew Leader (Electrical/Instrumentation) in the Department of Sewers. This position was posted as a promotional examination. The candidate met the minimum qualifications for the position as outlined in the job posting and was referred and selected within the guidelines of the collective bargaining agreement. The Commission noted this item.

Robert D. St. John to the position of Fire Lieutenant in the Fire Department. This position was posted as a promotional examination. The candidate met the minimum qualifications for the position as outlined in the job posting and was referred and selected within the guidelines of the collective bargaining agreement. The Commission noted this item.

Kenneth D. LeMaster to the position of Fire Captain in the Fire Department. This position was posted as a promotional examination. The candidate met the minimum qualifications for the position as outlined in the job posting and was referred and selected within the guidelines of the collective bargaining agreement. The Commission noted this item.

Jeffrey Dunaway to the rank of Police Sergeant in the Police Department. This position was posted as a promotional examination. The candidate met the minimum qualifications for the position as outlined in the job posting and was referred and selected within the guidelines of the collective bargaining agreement. The Commission noted this item.

ORGANIZATION AND DUTIES: Re-Instatement

Request for the re-instatement of Tracey Choate to the position of Administrative Technician in the Department of Transportation and Engineering. Pursuant to Civil Service Rule 8 § 4 (A), the candidate is eligible to return to City Service to the position of Administrative Technician, as she resigned in good standing on February 1, 2014. The Commission approved this item.

NOTICE OF PERSONNEL ACTION: Failed Probation

Notice of termination of Tina Best, Laborer in the Public Services Department due to failure of her probationary period in the position. The Public Services Department provided notice of the termination/failure of probation of Ms. Tina Best as outlined in the performance evaluation report. The Commission noted this item.

NOTICE OF PERSONNEL ACTION: Complement Increase/Police Department

Per notice provided by the City Manager, the Police Department will add a Police Lieutenant position and a Police Captain position to its Table of Organization. The Human Resources Department provided notice of the addition of one Police Lieutenant position and one Police Captain position to the Police Department's Table of Organization, in accordance with collective bargaining guidelines. The Commission noted this item.

ORGANIZATION AND DUTIES: Promotion Without Exam

Shane Vicars and Kyle Heffner to the position of Plant Operator 2 (Class1) in the Department of Sewers. The candidates met the minimum requirements for promotion having completed one year of satisfactory service in the position of Plant Operator 1, and have received their Ohio

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EPA, Class 1 certifications from the State of Ohio Environmental Protection Agency. Based on the classification specification, the Commission suspended the requirement for competition and approved the promotion without exam.

Azra Husejnovic and Andrew Dudas to the position of Senior Management Analyst in the City Manager's Office/Division of Budget and Evaluation. The candidates met the minimum requirements for promotion having completed three years of satisfactory service in the position of Management Analysts and were the only qualified and interested employees in the employing unit. Both candidates are currently serving in positions that were initially designated as senior level positions during this initial three-year period, with the planned intention of moving the incumbents into the senior roles upon completion of three years of service. The incumbents were evaluated as exceptional and exceeding expectations. Based on the professional nature of the work, the Commission suspended the requirement for competition and approved the appointment

ORGANIZATION AND DUTIES: Working out of Class/Extensions

Joseph Schwind to the position of Supervising Engineer in the Recreation Department. The candidate was selected, within the guidelines of the CODE bargaining guidelines, for temporary assignment to work out of class in the position of Supervising Engineer. The candidate met the qualifications of this position and possessed the specific skills and required experience to fulfill the current needs of the department. The Commission noted this item.

Nancy Wagner to the position of Supervising Management Analyst (Police Finance Management). The Human Resources Department provided notice that a request from the Police Department to extend the working out of class period for Ms. Nancy Wagner was approved, within the collective bargaining agreement. The Commission noted this item.

ELIGIBLE LISTS: Request for Approval

- a) Plant Operator 1 (Water)
- b) Plant Operator 1 (Wastewater)

The Commission approved these items, pending final closing of these postings.

ORGANIZATION AND DUTIES: Request for Approval of Exam Schedules

- a) Wastewater Collection Supervisor – Structured Oral Board exam
- b) Water Works Maintenance Field Supervisor (MSD) – Structured Oral Board exam

The Commission approved these items.

ORGANIZATION AND DUTIES: Request for Approval of Exam Review Session Materials

- a) Water Works Maintenance Field Supervisor

The Commission approved this item.

ORGANIZATION AND DUTIES: Request for Approval of Special Examiners

- a. Greg Howard and Gloria Malcom for the Wastewater Collection Supervisor Structured Oral exam
- b. Richard Hamant and Robert Houser for the Plant Operator 1 (Wastewater) exam

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- c. Robert Maushart and Jeffrey Scharf for the Plant Operator 1 (Water) exam
- d. Steve Pharo, Jeff Schoenfeld, Todd Bedinghaus, Andy Schuermann, Mike Brenner and Dan Helm for the Service Area Coordinator (Recreation Indoor/Facility Maintenance) exam

The Commission approved these items.

CLASSIFICATION: Request for the approval of new and/or revised classification specifications

- a) Assistant Supervisor of Inspections
- b) Automotive Mechanic
- c) Plant Maintenance Supervisor (Welding)
- d) Public Health Nurse 3
- e) Water Customer Service Representative 1 & 2
- f) Water Works Maintenance Worker
- g) Senior Information Technology Coordinator (**Board of Education**)
- h) Human Resources Analyst (Employee/Labor Relations)

The Commission approved these items.

CLASSIFICATION: Request from Departments to add/delete positions to their table of organization:

- a. **City Manager's Office:** (1) Executive Project Director (Economic Inclusion)
- b. **Health Department:** (1) Pharmacy Technician, (2) Dental Assistants, (1) Administrative Specialist, (1) Public Health Nurse 3 and **delete** (1) Customer Relations Representative, (1) Clerk 2

The Commission approved these items.

APPEAL TO THE COMMISSION: Information Items:

- a) **Appeal Hearing Schedule**

Name	Scheduled for:
David Johnson	Scheduled for January 29, 2015
Richard Johnson	Coordinating Hearing Meeting Date
Phillip Jones	Continuance Requested/Coordinating New Hearing Date
Robert DeBonis	Appellant advised of status of Subpoenaed documents/ Scheduling Suspended
Daryl Ross	On Hold/Law Department. Update: Criminal Case Decision in January, 2015

The staff provided information on the current Appeal Hearing Schedule. The Commission noted this item and requested follow-up regarding the hearing schedule.

APPLICATION FOR ENTRANCE EXAM:

Request from Erica Gay to appeal the rejection of her application for the position of Accountant. The candidate was not present at the meeting. Commission staff provided information submitted by the applicant pertaining to the request. The Commission denied the request.

Request from Carolyn Thomas to appeal the rejection of her application for the position of Accountant. The candidate was not present at the meeting. Commission staff provided information submitted by the applicant pertaining to the request. The Commission denied the request.

Request from Erin Lovitt to appeal the rejection of her application for the Senior Customer Relations Representative exam. The candidate was present at the meeting to present additional information relating to the request. Ms. Alexandria White, Senior Human Resources Analyst with the City's Human Resources Department, was also present. The candidate discussed her experience with the Neogov application process and the fact that she possessed the qualifying documents to be considered to take the exam. Pursuant to Civil Service Rule 10§2 and the unique circumstances surrounding the application process, the Commission waived the time in grade and approved this item.

Request from Christopher Brown to appeal the rejection of his application for the Assistant Parking Services Supervisor (Non-Competitive) process. The candidate was present at the meeting to present additional information relating to the request. Mr. Darrell Ludlow, Senior Human Resources Analyst with the City's Human Resources Department, was also present. The Commission denied the request.

Request from Joanne Niesen to appeal the rejection of her application for the Senior Customer Relations Representative exam. The candidate was present at the meeting to present additional information relating to the request. Ms. Alexandria White, Senior Human Resources Analyst with the City's Human Resources Department, was also present. The candidate discussed her experience with the Neogov application process and the fact that she possessed the qualifying documents to be considered to take the exam. Due to the unique circumstances surrounding this particular job posting, the Commission waived the time in grade and approved this item.

ORGANIZATION AND DUTIES: Request to Appear Before Commission

Request from Partick Enneking to appear before the Commission regarding the Police Recruit (Open) Physical Ability Test (PAT). The candidate was present at the meeting to justify the opportunity for being allowed to re-take the Police Recruit Physical Ability Test. Mr. Darrell Ludlow, Senior Human Resources Analyst with the City's Human Resources Department was also present. The Commission heard his comments and noted his concerns.

ADDITIONAL INFORMATION:

The legal representatives of the Cincinnati Organization of Dedicated Employees (CODE) Bargaining Unit have requested to address each item on the agenda per Civil Service Rule 2, Section 5. CODE representatives were not present at the meeting. The Commission noted all items as waived.